

## **“To Do Checklist”** **(days FOSS volunteers are scheduled)**

Day prior to project:

- Bring box of supplies:
  - 12 pens
  - 2 highlighters
  - Personalized inventory sheets (kit letter, teacher name, etc.)
  - 2–3 blank inventory sheets for each kit title
  - Tape dispenser
  - Warehouse Movement Requests (need a count of how many totes will be moved)
  
- Visitor passes for volunteers (done by Grant Secretary)
  
- District name badges for IRC staff (if not available, use visitor pass)
  
- Tell Grant Secretary what times are good to deliver lunches
  
- Sign in sheet for volunteers (done by Grant Secretary)
  
- In-Kind Donations sheet for each volunteer (done by Grant Secretary)
  
- Volunteer instruction sheets
  
- Project Leader instruction sheet
  
- Send reminder to liaison 2-3 days before volunteers are scheduled
  
- Send reminder to custodian 2-3 days before volunteers are scheduled
  
- Make reminder call to each volunteer 2 days before work day (done by Grant Secretary)
  
- Send e-mail to Judy Rambin and Vickie Bennie with requested start times for each school.